

PROCEDURES FOR VALIDATION OF HUMAN SOURCE REQUIREMENTS

These procedures apply to human source information requirements originating in the Intelligence Directorate and the Science and Technology Directorate. They govern the processing of requirements from the point at which the requirement is prepared by the analyst to the point at which it is served on the collector. The term "requirements" includes every request for collection action, whether it appears as Form 986 or otherwise, whether it is spontaneous or responsive to a collector's request, and whether it is an ad-hoc requirement, a guide, an evaluation, or a contribution to a CIRL, IPC List, CERP, etc. The necessity for direct analyst-to-collector oral requests is recognized when time is short; however, these requests should be confirmed as soon as possible by a written request, to which these procedures will apply.

1. Analyst prepares initial draft of the requirement.
2. Analyst may check with the Information Requirements Staff (IRS) to determine whether there is a duplicating requirement outstanding or under preparation in another component, to discuss possible coordination or necessity for preliminary contact with collector, and to insure that the requirement includes all information needed by the collector and by IRS.
3. Where appropriate, analyst discusses directly with collector factors bearing on feasibility of collection; IRS/HR/OPS assists in arranging contacts as required.
4. Analyst prepares the requirement in memorandum form addressed to Chief, HR/Operations Branch through the analyst's Branch Chief and Division Chief. The analyst may prepare a requirement on Form 986, and in the case of evaluations on the standard Evaluation Form, and forward with a covering memorandum addressed as above.
5. Division Chief reviews the requirement or evaluation in detail against the various criteria for judging its validity. If he approves, he validates by signing off on the "through" line of the memorandum.
6. Division forwards the memorandum (and attachments) to Ch/HR/OPS, Room 2G40, Headquarters.
7. IRS performs further inter-office or inter-directorate coordination of requirement or evaluation as necessary, prepares in final form, makes necessary entries in Registry, and forwards to appropriate collector or collectors.

The DDI and the DDS&T request that all human source collectors process their requests for substantive requirements and evaluations from the two Directorates through IRS. IRS will assist in ensuring that all appropriate production components have an opportunity to participate in the requested action.